



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
VOCATIONAL HABILITATION COORDINATOR	35	B	5.108

DEFINITION OF THE CLASS:

Under general direction, is responsible for and participates in the vocational habilitation training program at a mental health facility for day treatment clients at that facility; and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises and/or provides individual and group sessions in pre-vocational, social skills, problem solving, medication management and substance abuse in order to assist clients. Coordinates interdisciplinary treatment team meetings in order to assess clients' problems and strengths and to develop a treatment plan. Assigns staff to carry out plan, to interview clients and to negotiate plan of service.

Supervises pre-vocational assessments and referrals to assure clients needs are met. Provides crisis intervention and counseling to program clients to assist them in dealing with real or perceived problems. Implements appropriate follow-up on no show or inactive clients referred to the day treatment program to determine cause of no show or inactivity. Maintains clinical records associated with caseload in order to meet division, agency and/or program policy, procedures and standards.

Supervises program staff by delegating workload, providing, or arranging training, evaluating performance, and ensuring policies are followed in order to provide consistent clinical direction. Manages available program resources by negotiating with other staff for services, space, supplies/equipment and repairs, identifying and requisitioning written and audio/ visual materials and identifying personnel requirements in order to provide and keep up-to-date program activities. Acts as liaison with hospital staff, medical personnel and others outside of the agency in order to coordinate client treatment requiring multiple services.

Manages the day treatment program by planning long and short term program goals, scheduling and implementing program activities, evaluating program effectiveness and making needed changes in order to assure the quality of the program.

Provides counseling and education to family members and care home operators on an as-needed basis to meet instant needs. Plans for and provides regularly scheduled sessions in order to provide education/training to family members and care home operators in managing and coping with clients.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired

on the job and/or needed to perform the work assigned.)

Thorough knowledge of the principles of mental retardation or mental health, training techniques with the retarded, behavior modification, vocational assessment, ideology, social and psychological problems of mentally retarded or mentally ill.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (cont.)

Ability to communicate effectively and appraise the problems of the mentally retarded or mentally ill. Ability to plan and direct habilitation services. Ability to establish and implement varied and meaningful work programs. Ability to supervise subordinates.

Skill in developing and implementing programs based on fundamental mental retardation principles or mental health, human growth and development, medical information, therapy and devices, occupational information, counseling and guidance theory, community resources, facilities and procedures for using them.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to develop and implement programs based on fundamental mental retardation principles or mental health, human growth and development, medical information, therapy and devices, occupational information, counseling and guidance theory, community resources, facilities and procedures for using them. Ability to communicate effectively and appraise the problems of the mentally retarded or mentally ill. Ability to plan and direct habilitation services. Ability to establish and implement varied and meaningful work programs.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or the equivalent plus three years of experience working in a clinical/vocational program as group facilitator or trainer, participating in the treatment plan development; and two years experience working in supervision of staff and clinical vocational programs; and one year experience working in clinical/vocational program management including planning, developing, implementing and evaluating programs; OR

II

Bachelor's degree in psychology, social work, sociology, education, habilitation, or occupational therapy plus one year working in a clinical/vocational program as group facilitator or trainer, participating in the treatment plan development; and two years experience working in supervision of staff and clinical vocational programs; and one year experience working in clinical/vocational program management including planning, developing, implementing and evaluating programs; OR

III

Master's degree in vocational rehabilitation, habilitation, or occupational therapy and one year of experience working in clinical/vocational program management including planning, developing, implementing, and evaluation programs; OR

IV

An equivalent combination of education and experience in which the applicant demonstrates possession of the entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>5.108</u>
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